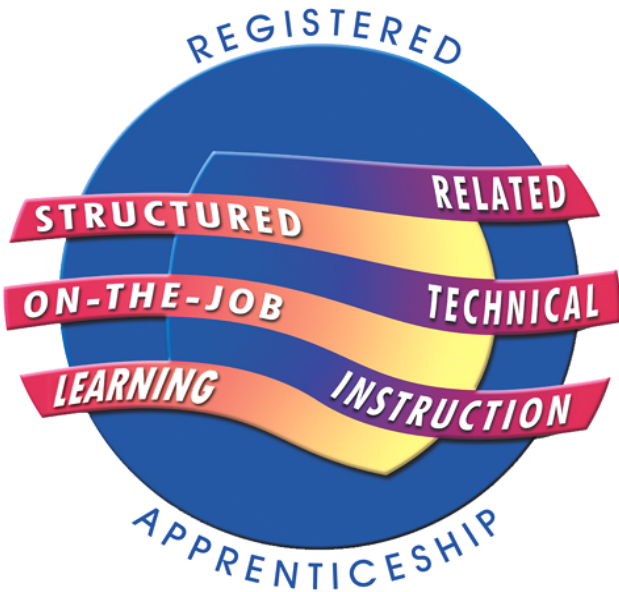




# Apprenticeship Strategic Plan 2007-2010



North Carolina Department of Labor  
Cherie K. Berry, Commissioner of Labor



# Mission Statement

**Promote the development, registration and completion of apprenticeship and on-the-job training programs that provide North Carolina employers with quality trained and highly skilled workers.**



# Vision Statement

**Expand the registered  
Apprenticeship Advantage**



# Key Success Measures

- **Completion Rate**
  - registrations/completions per standard occupational classification
- **Wage Rates**
  - by Key Occupations
- **Annual Number of Registrations**
  - by Standard Occupational Classification
- **Annual Number of Completers**
  - by Standard Occupational Classification
- **Annual Number of Programs**
  - with Eligible Veterans receiving VA–GI Bill Benefits
- **Total Federal Dollars**
  - Received by eligible veterans through VA-GI Bill Benefits



# Goals

- 1. Improve services to existing sponsors**
- 2. Expand registered apprenticeship in traditional and new industries**
- 3. Develop and expand pre-apprenticeship and registered apprenticeship in NC high schools**
- 4. Expand registration of Veteran Administration programs and eligible veterans**

(continued)



# Goals (continued)

- 5. Expand awareness of the registered apprenticeship advantage**
- 6. Improve our efficiency in processing administrative paperwork**
- 7. Enable our staff to consistently process, develop and service new and existing apprenticeship programs**
- 8. Conduct business in a safe and healthy environment**



## GOAL 1

# Improve Services to Existing Sponsors

- Annually complete 20% of all EEO compliance reviews for active sponsors with five or more apprentices
- Annually conduct an on-site quality assessment of all active sponsors with five or more apprentices, trainees or master craftsmen and contact all other active program sponsors with less than five at least every two years
- Service at least 75% of all apprentices, trainees and master craftsmen programs within 180 days due for completion or cancellation

(continued)



## GOAL 1 (continued)

# Improve Services to Existing Sponsors

- Complete 100% of all VA supervisory visits by September 30 of every year
- Develop and provide a web-based training program on VA compliance procedures for certifying officials by June 30, 2008
- Complete a satisfaction survey among all sponsors with two or more apprentices by June 30, 2008

(Continued)



## GOAL 2

# Expand registered apprenticeship in traditional and new industries

- Develop and register at least one new statewide program in fiscal years 2008-09 and 2009-10
- Develop 48 new programs annually with 10 or more apprentices in fiscal years 2008-09 and 2009-10

(continued)



## GOAL 2 (continued)

# Expand registered apprenticeship in traditional and new Industries

- Working with the five Apprenticeship Contest Committees, develop at least three new programs annually that register apprentices in each contest
- Organize a Contest Committee for Linemen by September 30, 2008 and hold at least a demonstration by June 30, 2008 and an annual Lineman's Rodeo by June 30, 2009

(continued)





## GOAL 2 (continued)

# Expand registered apprenticeship in traditional and new Industries

- Quadruple the number of active apprentices among prison inmates as of June 30, 2007 by June 30, 2010
- Develop and conduct a promotional presentations to all Carolina Star Companies and to selected trade licensing boards and associations in fiscal years 2008-09 and 2009-10



## GOAL 3

# Develop and expand pre-apprenticeship and registered apprenticeship in high school

- Create a high school pre-apprenticeship program and provide access to a web-based registration program by August 1, 2008
- Implement and enforce the new high school program standards by August 1, 2007

(Continued)



## GOAL 3

# Develop and expand pre-apprenticeship and registered apprenticeship in high school

- In cooperation with the NC Automobile Dealers Association, develop and register an automotive technology apprenticeship program targeted to high school students by August 1, 2008
- Complete and sign a Memorandum of Understanding with the Department of Public Instruction and the Department of Community Colleges to promote and develop pre-apprenticeship and apprenticeship opportunities for high school students by December 31, 2007



## GOAL 4

# Expand registration of VA approved programs and eligible veterans

- Increase by 100% the number of registered VA programs as of June 30, 2007 by September 30 of each year
- Increase by 100% the number of registered veterans receiving VA benefits as of June 30, 2007 by September 30 of each year
- Mail a “welcome home” postcard quarterly to every veteran returning to North Carolina beginning September 30, 2007

(continued)





# ATTENTION VETERANS



# I WANT YOU

**TO KNOW THAT YOU**

**CAN USE YOUR**

**GI BILL EDUCATION BENEFITS**

**WHILE TRAINING**

**ON-THE-JOB**

## Contact

### Mailing Address:

NC Department of Labor  
Apprenticeship and Training Bureau  
1101 Mail Service Center  
4 West Edenton Street  
Raleigh, NC 27699-1101  
Phone: (919) 733-7533  
Fax: (919) 715-0398

For more information visit  
our website at: <http://www.gibill.va.gov>



## GOAL 4 (continued)

# Expand registration of VA approved programs and eligible veterans

- Provide our sponsors the opportunity to share job openings with returning veterans by December 31, 2007
- Provide returning veterans an opportunity to share resumes with our sponsors by December 31, 2007
- Provide web-based access to job openings and resumes to both sponsors and returning veterans by December 31, 2008



(continued)



## GOAL 5

# Expand awareness of the registered apprenticeship advantage

- Develop a new mission statement and plan-of-action for NC Apprenticeship Partnership, Inc. by June 30, 2008
- Develop a standard presentation and present to every local economic development board by June 30, 2010 on the registered apprenticeship advantage

(Continued)



## GOAL 5 (continued)

# Expand awareness of the registered apprenticeship advantage

- Re-design all marketing materials, including the development of one or more promotional DVDs by March 31, 2008 and have available for distribution by June 30, 2008
- Translate all agreements and selected marketing materials into Spanish by June 30, 2008



## GOAL 6

# Improve our efficiency in processing administrative paperwork

- Develop a new web-based computer application to replace the current application using the RAIS System as the foundation by June 30, 2008
- Make the new web-application operational so that sponsors can do registrations, cancellations and completions beginning October 1, 2007.
- Process all VA paperwork in the Raleigh office

(continued)



## GOAL 6 (continued)

# Improve our efficiency in processing administrative paperwork

- Create a full-time VA administrator's position by January 1, 2010
- The processing assistants will prepare consultant's program paperwork for sponsors, develop sponsor notebooks and files for each apprentice
- Scan and index all current sponsor files into Filenet by June 30, 2008

(continued)



## GOAL 6 (continued)

# Improve our efficiency in processing administrative paperwork

- The processing assistants will prepare consultant's program paperwork for sponsors, develop sponsor notebooks and files for each apprentice
- Scan and index all current sponsor files into Filenet by June 30, 2008



## GOAL 7

# Increase and Improve Awareness of the Registered Apprenticeship Advantage

- Establish a permanent committee within the bureau to update the bureau's operational manual by September 30, 2007 and continue to maintain as changes to policies and procedures warrant
- Provide 8-days of training annually to consultants and staff
- Cross-train administrative staff in VA Administration by June 30, 2008

## GOAL 8

# Conduct business in a safe and healthy environment

- The Apprenticeship, Employment Discrimination and Wage and Hour safety and health committee will meet at least four times a year
- A representative from Apprenticeship or an alternate will be present at every meeting and assist in performing the duties required under Policy 2 for unit safety and health committees

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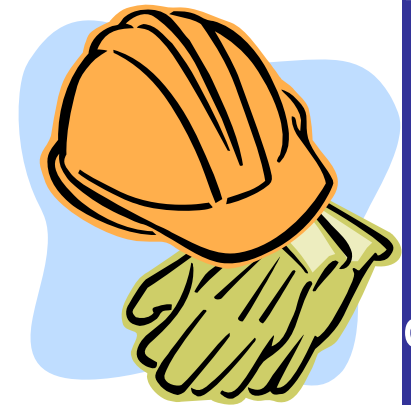




## GOAL 8 (CONTINUED)

# Conduct business in a safe and healthy environment

- An apprenticeship representative will serve one year as the representative
- and one year as the alternate representative on the Employee Safety and Health Steering Committee
- on a three-year rotation with Employment Discrimination and Wage and Hour



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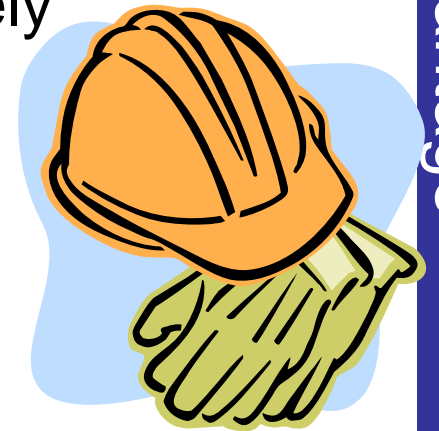


## GOAL 8 (CONTINUED)

# Conduct business in a safe and healthy environment

- Conduct documented inspections using appropriate forms at least quarterly with the bureau's portion of the Labor Building
  - to ensure the maintenance and safe conditions and to identify and
  - address newly created hazards in a timely manner

(CONTINUED)





## GOAL 8 (CONTINUED)

# Conduct business in a safe and healthy environment

- All injuries, occupational illnesses and violence or criminal activity events will be investigated and reported within the guidelines and time frames of the Employee Safety and Health Program, Policy 9
- Safety will be a topic of discussion at each staff meeting and training session

(CONTINUED)





## GOAL 8 (CONTINUED)

# Conduct business in a safe and healthy environment

- Every employee will have the opportunity to be certified in CPR by December 31, 2008
- Every field consultant will have the opportunity to take defensive driving offered by the Department's ETTA bureau by June 30, 2010





# Thank You!

